

16 July 1952

MEMORANDUM FOR: Mr. Stuart Hedden

SUBJECT: Comments re Monthly Reports of Separations

The following observations and recommendations arise from several monthly separation reports - not merely the attached report for June.

Recruitment

Too many resignations are attributed to alleged misrepresentations by recruiters. Although it no doubt is true that some such allegations are merely a convenient excuse of the individual based on "The wish is father to the thought.", the charge of misleading or unrealized promises by recruiters is too common to be overlooked.

I assume that recruiters are under standing instructions to exercise discretion in this regard. A review of the record, however, seems to justify the following recommendations: (a) that recruiters be re-instructed on this specific subject, and (b) that, in some appropriate manner, new employees be required to acknowledge in writing that their PHS or other application records correctly reflect their understanding of the nature and conditions of the work they are about to begin.

Recapitulations

Presently, the monthly recapitulations deal only with reasons for separations. I believe it would be valuable to have extracted the grades of those separated. Consequently, I recommend that a table be included in each monthly report of separations showing the number of persons in each grade who have left the Agency. (See attached example.)

Aside from the general usefulness of knowing what the grade distribution of separations is, I believe it would be especially interesting to be able to note easily the number of separations in the higher grades - whether there are too many of them.

If you approve the above recommendations, I will either take them up orally with Personnel (presumably Col. Baird) or prepare draft memoranda.

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